

BUSINESS

High School to College and Career Pathways

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Business Education prepares students for employment and/or continuing education opportunities in business through technical instruction in the classroom, experiential education in the laboratory, student internships, and through leadership and personal development by participating in student leadership organizations.

BUSINESS TECHNOLOGY SUPPORT:

Workforce Trends

According to the Utah Department of Workforce Services, a total of 41,000 average annual job openings are expected for administrative assistant positions through the year 2010.

Get the Facts

The World Wide Web has changed the way we communicate and consume information. Millions of Web pages already exist, with more in the works. However, most people don't possess the technical know-how to launch an eye-catching Web site. For those individuals with Web page design skills, job opportunities should be plentiful.

Beyond High School

There are a number of options for education and training beyond high school, depending on your career goals.

Sample Occupations

- > Customer Service Assistant
- > Desktop Publisher
- > Executive Assistant
- > Office Manager
- > Secretary
- > Web Page Manager

For more information on salary projections, labor market demand, and training options, visit www.careers.utah.gov.



Utah State Office of Education
250 East 500 South/P.O. Box 144200
Salt Lake City, UT 84114-4200

utahcte.org

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Post-Secondary Connection

Talk to your teacher and/or school counselor for the classes in this pathway that connect to college. Many Utah colleges/universities accept high school courses toward a two- or four- year degree through concurrent enrollment – saving you time and money.

NOTES: _____



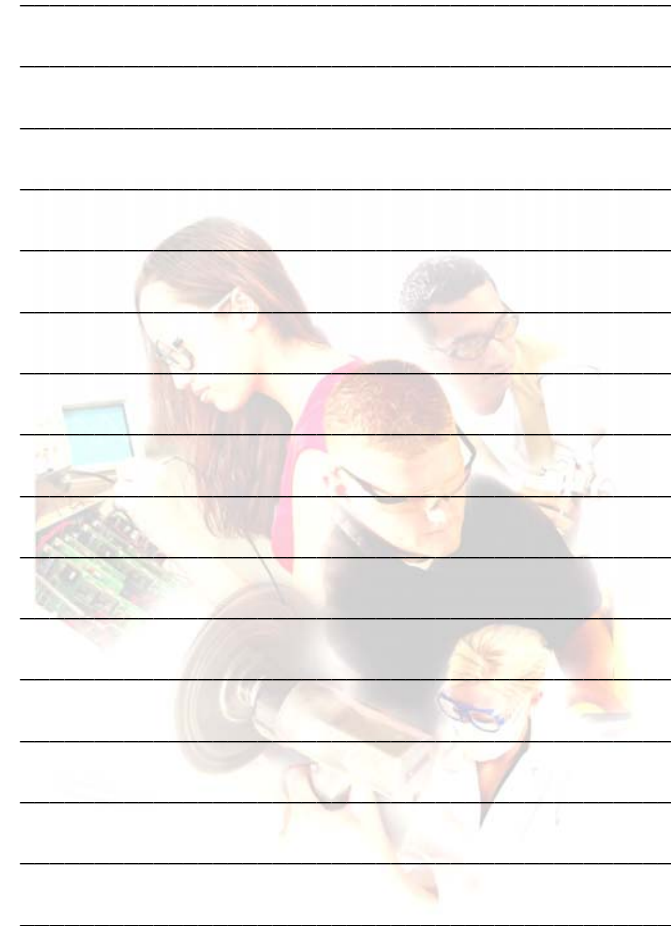
Career and Technical Education
Giving Students the Edge

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